

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
Connecticut Mental Health Center
JOB OPPORTUNITY
DMHAS Behavioral Health Clinical Manager – Training & Education

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public

Location: 34 Park Street, New Haven, CT 06519

Job Posting No: CM74616

Hours: 1st shift / 8:30 a.m. to 5:00 p.m. / Monday thru Friday / 40 hours per week

Salary: \$86,813.00 to \$118,362.00 (annually)

Closing Date: Monday, December 28, 2015

Eligibility Requirement: State employees currently holding the above title or those who have previously attained permanent status may apply. Candidates who possess the general and special experience and special requirements may apply.

Duties may include but not limited to: The Director of Training and Education will develop departmental goals and objectives in collaboration with discipline chiefs and other senior agency leaders. Will plan, coordinate and manage departmental activities and training events based on identified staff development needs, performance improvement goals, regulatory requirements and staff interests. Will develop provide and coordinate the new staff orientation to DMHAS / CMHC for State and Yale employees, residents, fellows, interns and others. Assists with the training of clinical staff on use of the electronic health record. Will direct and facilitate the development and implementation of continuing education programs for clinical services, including applications for continuing education credits from professional organizations. Collaborate with discipline chiefs and departmental leadership to organize education and quality improvement programs. Assists the Director of Nursing with the planning and implementation of education programs which will validate and enhance professional and ancillary competence as required by regulatory agencies. Will assist discipline chiefs in the facilitation of seminars and other learning opportunities for students. Provides evaluation of education and training program outcomes and make recommendations and modifications as needed. Ensures mandated trainings are provided to all staff; clinical, administrative, technical and support staff. Maintains all training and education records for agency, prepares fiscal documents necessary for the execution and completion of educational events. Represents the facility in training activities within DMHAS and in the Community, will assist in the compliance activities of the agency which includes audits of clinical medical record documentation to ensure that the documentation is in compliance with regulatory agency standards. Will design and provide training and education based on the audit data both in group sessions and individually as required by the HHS Office of the Inspector General's Hospital Compliance Program requirements. Will serve as a member of the Senior Leadership Group, participating in activities related to the development and implementation of agency-wide policies and procedures, performance improvement activities, and compliance with standards of care maintained by CMHC and various regulatory organizations. Will provide leadership for assigned projects, work groups and/or committees as needed. May serve as facility Client Rights Officer. Will perform other related duties as required.

General Experience: Four (4) years of professional experience in Behavioral Health Care and a Master Degree in a clinical discipline, Public Health Administration, Health Care Administration or Hospital Administration.

Special Experience: Two (2) years of the General Experience must have been supervising professional staff. For state employees, this is at the level of Behavioral Health Unit Supervisor or Supervising Clinician.

Special Requirement: Incumbents in this class must maintain the appropriate current license for clinical social work, marital family therapist, professional counselor, registered nurse, psychologist or alcohol and drug counselor. Incumbents in this class are required to possess and maintain a current/valid Motor Vehicle Operator's license.

Note: Applicants will be selected in accordance with reemployment, SEBAC, transfer, promotion, collective bargaining unit contract language, merit employment lists and DMHAS affirmative action goals. Therefore, State employees will generally be considered before applicants from outside State service.

Application Instructions: Due to the large number of applications received, it is extremely important to note the **Position Number (found on the posting)** on the bottom of Page One of the State of Connecticut Application for Examination or Employment (CT-HR-12).

To be considered for this position: All applicants who meet the General Experience, Special Experience, and Special Requirements must complete a State Employment Application for Examination and Employment (CT-HR-12). Resumes and Curriculum Vitae can be provided as supplemental information but will only be accepted if attached to a fully completed application.

PLEASE SEND APPLICATIONS TO:
Donna Zwilling, Human Resources Assistant
Connecticut Mental Health Center
34 Park Street, New Haven, CT 06519
FAX: (203) 974-7637
Email: donna.zwilling@ct.gov

The State of Connecticut Application for Examination or Employment (CT-HR-12) and postings can be found on the DMHAS website at
<http://www.ct.gov/dmhas/cwp/view.asp?a=2904&q=420408>

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut and the Department of Mental Health and Addiction Services are equal opportunity/affirmative action employers. Women, minorities and persons with disabilities and in recovery are encouraged to apply. (MP)